

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Services of an ODP System Design Specialist

FROM:

Lavon B. Strong
Chief, Public Affairs Division

EXTENSION

7676

NO.

EA 82-0029

DATE

18 January 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

D/OE

1-25

1-25

JLD

2.

3.

DDA

1-26

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3-4

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J

D/ODP

5.

C/PAD

tube DX-4 gr.

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8.

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DDA Distribution:

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1 - DDA Chrono

1 - HEF Chrono

12.

13.

14.

15.

EA 82-0029

18 January 1982

82-0217

OAA July

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director, Office of External Affairs

FROM: Lavon B. Strong
Chief, Public Affairs Division

SUBJECT: Request for Services of an ODP System
Design Specialist

1. Action Requested: The assignment of a full-time ODP specialist to participate in the file design and implementation of the new Publication Review Board Data Base (in the Publication Review Board's Reference Center).

2. Background: Recommendation V.B. of the Inspector General's August 1981 report recommended that an automated storage and retrieval system be developed to support the Publication Review Board. The DCI concurred with this recommendation and in a memorandum dated 21 September 1981 the DDCI instructed the then Director, Office of Policy and Planning to move the project forward.

In June 1981 a study team composed of a representative from ODP and a representative from OCR was assigned to review the PRB's information storage and retrieval needs. A preliminary report published by this study team agreed that computer support could be effectively applied to the PRB holdings and suggested a continued design effort.

As a follow-on to the DCI's direction a staff position for a Data Base Administrator was created in the Public Affairs Division. The purpose of this position is to implement and maintain the new PRB data base and Reference Center. The position has been filled and the Data Base Administrator is on duty.

The Public Affairs Division is now fully staffed for the new PRB Reference Center and is currently at work on an initial user requirements paper. The assignment of an ODP specialist as a full design team member is the next critical step in this development process. In the interest of maintaining a steady move toward the implementation of a working data base by the fall of 1982, it would be desirable to have this additional team member in place by 15 February 1982. Your assistance in helping us meet this primary goal will be greatly appreciated. A draft critical path for data base implementation is attached for your information.

Administrative - Internal Use Only

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3. Please call me or project officer [redacted] (x7676) for any
additional information you may require.

STAT

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[redacted]
Lavon B. Strong
Chief, Public Affairs Division
and Chairman, Publication Review Board

Attachment

OEA/PAD/LBS/scn/18 Jan 82/x7676

Distribution:

Orig. - addressee

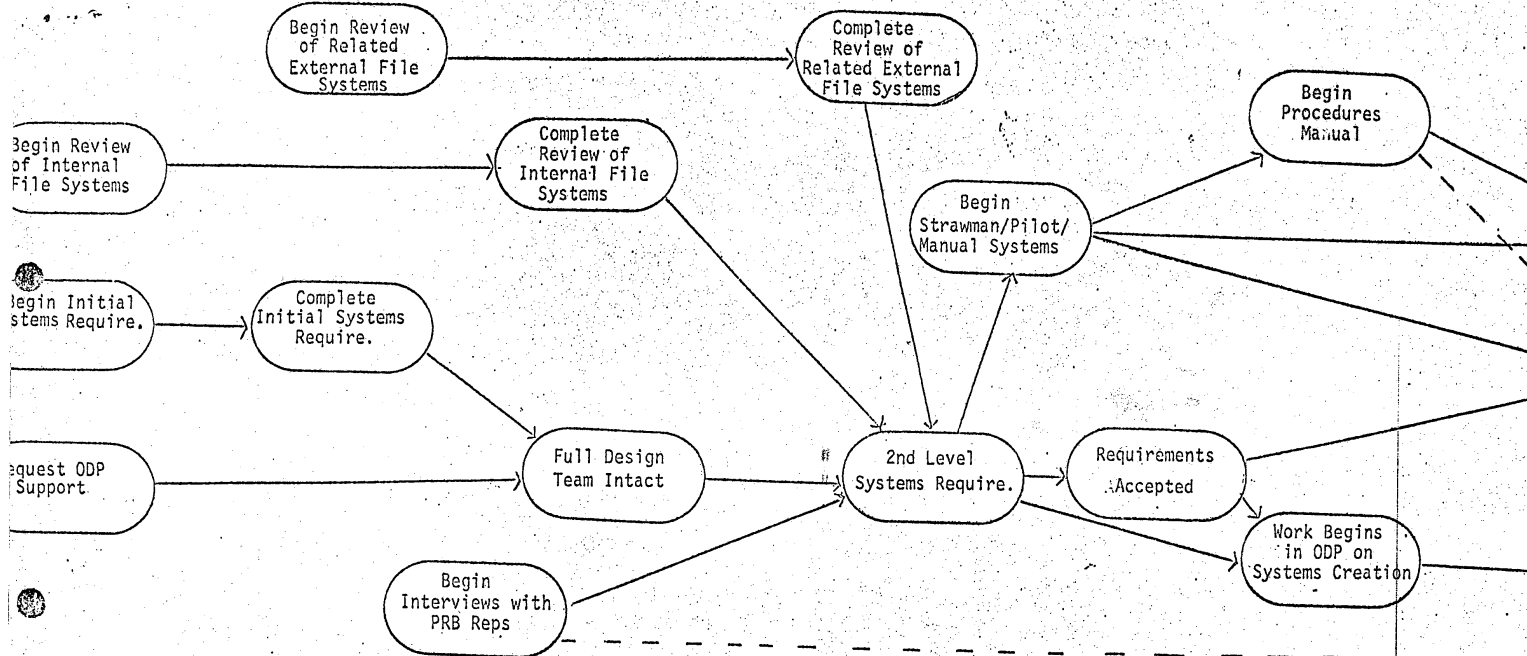
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Administrative - Internal Use Only



Weeks
Beginning
11 Jan 82

15 Feb 82

15 Mar 82

5 Apr 82

11 January 1982

First Draft
Critical Path for
PRB Data Base Implementation

Begin
Data Base

Begin
Test
Criteria

Complete
Test
Criteria

Begin
Systems
Test

Complete
Systems
Test

System
Accepted

Software
Delivered/
Completed

7 Jun 82

13 Sep 82